



**Institute for International Medicine
New Faculty Checklist**

- I. Faculty Candidate Name
- Search committee approves candidates for interview
Date:
 - Schedule meetings with search committee
Date:
 - Formal offer emailed including agreement
Date:
 - Appointment approved by Board of Directors
Date:
- II. Faculty Onboarding Checklist
- A. Prior to Faculty Member's First Day:
- Send template email to officially welcome the new faculty after confirmation of acceptance.
Date
 - Attach the following:
 - Faculty Handbook
 - Data Collection Form
 - IT instructions (ie: faculty username and password for WordPress, instructions on accessing essential WP functions)
- B. Other internal to-dos:
- Schedule Faculty Orientation Meeting.
 - Schedule meeting between new hire and faculty mentor
 - Add faculty member to website (bio and photo)
- C. Check-In after 30 days
- Ensure all required forms have been completed.
Date:



Discuss any questions or concerns of new faculty member
Date:

III. To be sent following each course taught:

- Faculty Post-Course Evaluation
- Student Post-Course Evaluation Data

IV. To be sent to faculty member annually:

- Student Survey Data – to be shared with faculty and reviewed collectively (see 6.13)
- Faculty Survey and Academic Program Evaluation
- Faculty Agreements/Contracts